



# EMPLOYMENT OPPORTUNITY

1. RPA #

**020 TAH**

ANALYST'S INITIALS

DATE

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

<b>CLASS TITLE</b>  <b>Public Land Management Specialist IV (PLMS IV)</b>	<b>POSITION NUMBER</b>  <b>357-001-4370-xxx</b>	<b>TENURE</b>  <b>PERMANENT</b>	<b>TIME BASE</b>  <b>FULL TIME</b>	<b>CBID</b>  <b>R-01</b>
<b>OFFICE OF</b> <b>California Tahoe Conservancy</b>	<b>LOCATION OF POSITION (CITY or COUNTY)</b> <b>South Lake Tahoe</b>			<b>MONTHLY SALARY</b>  <b>\$5,441</b> <b>to</b> <b>\$6,809</b>
<b>SEND APPLICATION TO:</b> CA Tahoe Conservancy 1061 Third Street South Lake Tahoe, CA 96150  <b>Attn: Stefanie Melendez</b> <b>(530) 543-6014</b>	<b>REPORTING LOCATION OF POSITION</b> <b>South Lake Tahoe</b>			
	<b>SHIFT AND WORKING HOURS</b> <b>DAYS - 8 a.m. to 5 p.m.</b>			
	<b>WORKING DAYS, SCHEDULED DAYS OFF</b> <b>Monday through Friday, DAYS OFF: SAT/SUN</b>			
	<b>PUBLIC PHONE NUMBER</b> <b>(530) 542-5580</b>	<b>PUBLIC PHONE NUMBER</b>		
<b>SUPERVISED BY AND CLASS TITLE</b> <b>Administrative Officer</b>			<b>FILE BY</b> <b>Open Until Filled</b>	

**\*\*\* HERE IS A WONDERFUL OPPORTUNITY TO LIVE, WORK AND PLAY IN THE BEAUTIFUL RESORT COMMUNITY OF SOUTH LAKE TAHOE! ENJOY THE BENEFITS OF A SMALL TOWN COMMUTE, FREE PARKING, FRESH MOUNTAIN AIR AND WORKING FOR A SMALL AGENCY WHERE YOUR CREATIVE THINKING AND LEADERSHIP SKILLS ARE NEEDED. IT'S ALL ABOUT THE ENVIRONMENT – AND IT'S GREAT AT THE LAKE! \*\*\***

## SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list will be highly considered.
- Training and Development assignment may be considered..
- Will also consider hiring a(n):
- Public Land Management Specialist III \$4,619.00 - \$5,784.00
- Associate Governmental Program Analyst \$4,400.00 - \$5,508.00
- Associate Environmental Planner (Natural Sciences) \$4,619.00 - \$5,784.00
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled

**The position is assigned to work on multiple Conservancy programs and policies and work with staff from among the following program areas: Tahoe Livable Communities, Land Acquisition, Land Coverage, Asset Lands, and Special Uses. In addition, the position will be involved in internal and external policy, coordination and liaison activities.**

## ESSENTIAL FUNCTIONS

The Essential and Non-essential functions are performed under the general direction of the Chief Administrative Officer and pursuant to agency guidelines, outside proposals, requests from grantees, the public or other agencies. The PLMS IV performs the following tasks:

- Lead the initial development and implementation of the Tahoe Livable Communities (TLC) Program by developing program guidelines, criteria, and procedures; and identifying and securing necessary fiscal, staffing and other supporting resources.
  - The incumbent, through the TLC program, will be required to manage the Conservancy's land acquisition, asset management, and marketable development rights programs, restore environmentally sensitive land, improve water quality and provide open space, and help revitalize the Basin's urbanized areas.
  - To help fulfill the goals of the Lake Tahoe Sustainable Communities Strategy and Regional Plan, the incumbent will be required to work with the Tahoe Metropolitan Planning Organization (TMPO), Tahoe Regional Planning Agency (TRPA), local agencies and the private sector to develop and implement the TLC Program

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<ul style="list-style-type: none"> <li>• Develops and incorporates innovative information into existing policies and administration of Conservancy programs in the areas of Land Acquisition, Land Bank, Special Uses and Asset Lands: <ul style="list-style-type: none"> <li>○ <u>Land Acquisition Program</u> - Shift focus of the program from acquiring undeveloped residential lots to acquiring land in high priority watersheds, roadless subdivisions, and establish lakefront parks. Also further the Conservancy Strategic Plan goal to acquire and restore developed properties in sensitive areas.</li> <li>○ <u>Land Bank</u> - The Conservancy's Land Bank works in tandem with the Regional Plan to encourage transfer and mitigation of development. Over the past 25 years, the Conservancy's Land Bank has been enormously successful in facilitating market-based transactions of coverage and other marketable rights. A refined focus will be required of the incumbent and the Land Bank program to achieve the new goals of the Lake Tahoe SCS and the Regional Plan. The incumbent will be required to assess needs, opportunities and innovative solutions to achieve these future goals.</li> <li>○ <u>Special Uses</u> - Per the Conservancy Strategic Plan the incumbent will assist in the review of leases, licenses, and concessions to ensure market rate revenues, where appropriate; and the recovery of the full costs of administering leases, licenses, Land Bank activities, and other services.</li> <li>○ <u>Asset Lands</u> - The Conservancy's land inventory consists of 4,890 parcels, of which 331 are regarded as "asset lands." These include lands acquired through litigation settlements, banked coverage, bulk acquisitions and other parcels no longer suitable for the original purpose. The incumbent will be required to assist in the potential sale, transfer or exchange of a small number of these parcels over the next five to ten years.</li> </ul> </li> <li>• Provides policy development, advance planning, internal and external coordination, including: <ul style="list-style-type: none"> <li>○ Assistance with Conservancy policy development and communications to the Department of Natural Resources, State of California Legislative Staff, other governing bodies and key stakeholders.</li> <li>○ Coordinates program activities with grantees and contractors, other governmental agencies, citizen groups, and other interested or affected entities;</li> <li>○ Represents the Conservancy by participating on task forces and appearing before other public and private entities;</li> <li>○ Makes presentations to the Conservancy board.</li> </ul> </li> <li>• Functions as an in-house technical expert and consultant, including: <ul style="list-style-type: none"> <li>○ Handles complex and sensitive land acquisition, land sale, and land transfer/exchange negotiations and prepares related staff recommendations and transaction paperwork.</li> </ul> </li> </ul>			
<b>NON ESSENTIAL</b>			
Performs research, analysis and/or responses as assigned by the Executive Director and Deputy Director.			
<b>KNOWLEDGE AND ABILITIES</b>			
<p><u>Knowledge of:</u> Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the California Tahoe Conservancy's jurisdiction; principles, methods and techniques involved in real property appraisals and valuations; negotiation techniques and strategies involved in the sale, lease, exchange, acquisition or other disposition of real property; California history, geography and geology; techniques, methodology and processes involved in the research, identification, maintenance and access of land title information; title analysis relating to title settlements, boundary line agreements, acquisitions, interest claims, patent processing and litigation; asset management, investment and economic trends, approaches and alternatives; toxic impact assessment and liability analysis; economic valuation and damage assessment related to natural resource losses; dredging operations, disposal impacts, disposal materials use, trends and alternatives; principles, practices and trends of public and business administration including management analysis, planning and program evaluation; program management; legislative process and the administration and California Tahoe Conservancy's goals and policies.</p>			
<p><u>Ability to:</u> Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the California Tahoe Conservancy; analyze a wide variety of situations and recommend appropriate courses of action; negotiate successfully land and resource management activities; review appraisals; read and interpret maps, plats, and data relating to property location; write clear and concise reports, letters and memoranda; establish and maintain cooperative and professional relations with those contacted in the work; apply and interpret State, Federal and Commission policies and regulations as they relate to the land and resource management activities of the California Tahoe Conservancy;</p>			

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<p>analyze situations accurately, make recommendations and take effective action; establish and maintain cooperative and professional relationships with those contacted in the work; prepare reports, analyze data, present ideas and information effectively, both orally and in writing; consult with and advise administrators on technical and program subject matter issues.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p>In appraising the relative qualifications of candidates, consideration will be given to the extent and type of experiences in each of the experience types indicated as qualifying. Preference will be given to candidates who have had experience in the broadest range of assignments.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Ability to act independently, be open-minded and flexible to other ideas and solutions, and be tactful.</li> <li>• Willingness to accept increasing responsibility</li> <li>• Mature judgment; loyalty; poise; and discretion.</li> </ul> <p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Ability to lead and work well with a team or independently</li> <li>• Ability to coordinate work efforts with those of other units or outside entities</li> <li>• Ability to meet required timelines and deadlines</li> <li>• Ability to focus attention on details</li> <li>• Ability to follow work rules</li> <li>• Ability to communicate effectively</li> <li>• Ability to listen and to understand and empathize with the needs of others</li> <li>• Ability to resolve conflicts</li> <li>• Efficiency, conscientiousness and professionalism</li> </ul> <p><b>ADDITIONAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Education and/or experience above the minimum qualifications in one or more of the following disciplines is desirable: public administration, business administration, environmental science, environmental planning, city or regional planning, natural resource management, architecture, economics, geography, earth science, civil engineering, real estate or a closely related field.</li> <li>• Knowledge of, and the ability to, read and implement applicable statutes.</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Requires ability to effectively handle stress and meet deadlines</li> <li>• Effective communication with various clients</li> </ul> <p><b>HOW TO APPLY:</b></p> <p>Individuals with eligibility (e.g., transfer, list, reinstatement) for the classification of Public Land Management Specialist IV are encouraged to apply. We will also consider Public Land Management Specialist III. Individuals with eligibility for the classification of Associate Environmental Planner, Associate Governmental Program Analyst will also be considered. SROA/Surplus employees are also encouraged to apply. Training and Development assignments may be considered. All interested applicants must submit a standard State Application Form STD.678 (Rev 10/13) with original signature, and must clearly indicate the basis of their eligibility in the "Explanations" section of the STD.678. <b>Electronic applications will not be accepted.</b> Attach a resume or cover letter with your application stating your qualifications for the position you are applying for. After an initial screening of applications, only the most qualified candidates will be selected for an interview. For more information on how to become a state employee visit the CalHR website:  <a href="http://www.calhr.ca.gov/Pages/home.aspx">http://www.calhr.ca.gov/Pages/home.aspx</a></p>			